

TO FILE A PROOF OF CLAIM

When filing a proof of claim in CMECF, the claim will be attached to the creditor record of the claimant. In the process of filing the claim, you must locate the creditor by searching the case's creditor database and then entering the claim information.

- * Click **Bankruptcy** on the CMECF Main Menu bar.

The **Bankruptcy Events** screen appears as shown below.



- * Click **File Claims**

The **Creditor Search** screen appears as shown below.

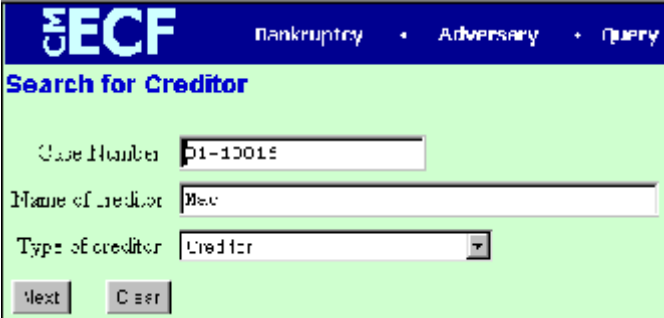
A screenshot of the 'Search for Creditor' screen. It features a light green background. At the top, the title 'Search for Creditor' is in blue. Below the title are three input fields: 'Case Number' with a text box, 'Name of creditor' with a text box, and 'Type of creditor' with a dropdown menu currently showing 'Creditor'. At the bottom left are two buttons: 'Next' and 'Clear'.

- * Enter the case number in the Case Number box.

NOTE: At the **Creditor Search** screen, it is best if you **do not** enter the creditor's full name in the **Name of creditor** field.

If you DO NOT enter the creditor's name,
click **Next** and proceed to **Page 14.4**.

If you DO enter the creditor's name,
type only **a portion of the creditor's name** as shown
in the Creditor Search screen shown below.

The screenshot shows the 'Search for Creditor' screen on the ECF (Electronic Case Filing) system. The header is blue with the ECF logo and navigation links for 'Bankruptcy', 'Adversary', and 'Query'. The main area has a light green background. It contains three input fields: 'Case Number' with the value '01-10019', 'Name of creditor' with the value 'Max', and 'Type of creditor' with a dropdown menu showing 'Creditor'. At the bottom are two buttons: 'Next' and 'Clear'.

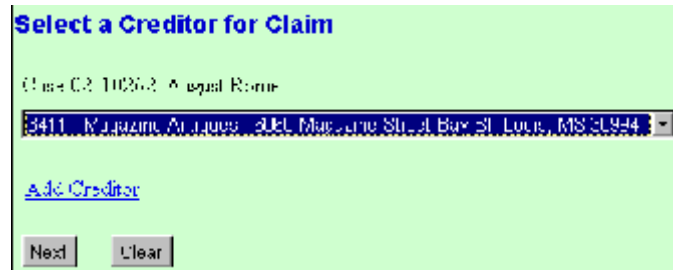
The **Type of Creditor** field default is "**Creditor**".

* Do not change the default in the **Type of Creditor** field.

NOTE: The "**Creditor Type**" must match the **Role** used when the party was added to the case's database.

* Click **Next**.

The **Creditor Selection** screen appears as shown below.



Select a Creditor for Claim

Case 02-10262: August Rome

3411. Margaret Arques - 2481 Magazine St. A Box St. Louis, MO 63194

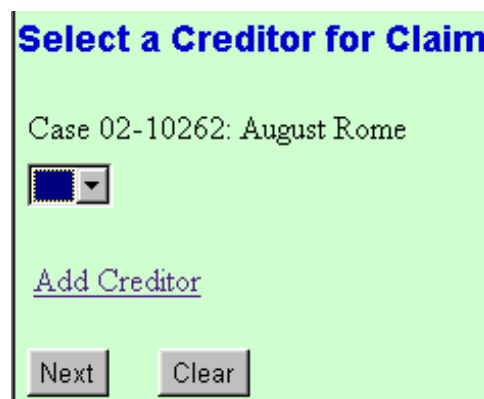
[Add Creditor](#)

Next Clear

IF the creditor is in the case database, it will be highlighted or will appear by clicking the down arrow in the Creditor Selection screen as shown above.

- * Make the appropriate selection, click **Next** and proceed to **Page 14.9**.

If the creditor is NOT in the case database, the following screen will appear.



Select a Creditor for Claim

Case 02-10262: August Rome

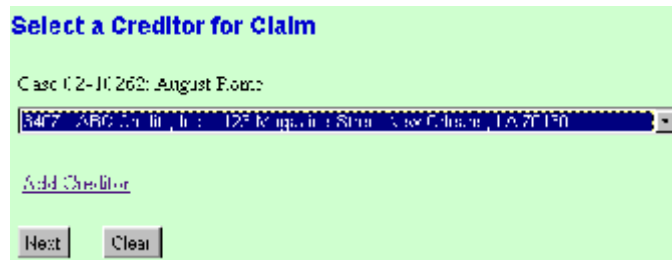
3411. Margaret Arques - 2481 Magazine St. A Box St. Louis, MO 63194

[Add Creditor](#)

Next Clear

- * Click the **Add Creditor** button and proceed to **Page 14.5**.

- * **IF YOU DID NOT** enter the creditor's name at the Creditor Search screen, the Creditor Selection screen appears with the first creditor on the mailing matrix highlighted as shown below.



Select a Creditor for Claim

Case 1:2-10-262: August Forno

123 Mortgage Services, LLC

[Add Creditor](#)

Next Clear

- * Click the down arrow to the right of the box and select the correct creditor.
- * Click **Next** and proceed to **Page 14.9**.

NOTE: If the creditor does NOT appear on the drop-down list, click the **Add Creditor** button and proceed to the next page.

- * When you click the **Add Creditor** button, the next screen prompts for verification of the case number.
- * Verify the case number then click **Next**.

The **Add Creditor** screen appears as shown below.

Add Creditor(s)

Case 02 10222 already contains creditors!
Case number 02 10222 Bradley Brown

Name

Address 1

Address 2

Address 3

Address 4

Type

Creditor committee ☒ No ☐ Yes

☒ Continue To Enter ☐ Last Entry

- * Type the creditor's name and complete mailing address.
- * In the **Type** box, accept the default of **Creditor**.
- * At the **Creditor committee** prompt, accept the default of **No**.
- * The default is **Continue to Enter** (other creditors). Change the default to **Last Entry**.
- * Click **Next**.

The Add Creditor screen appears as shown below advising that you're adding one (1) creditor.



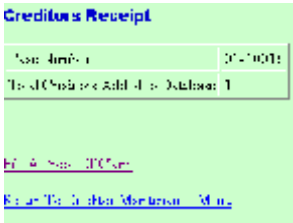
Add Creditor(s)

Total Creditors Entered :

Submit

* Confirm the addition and click the **Submit** button.

The Creditor Receipt screen appears as shown below verifying the addition of one (1) creditor to the database of the case.



Creditor Receipt

Case Number	00-0001
Total Creditors Added to Database	1

[Back to Case Page](#)

[Back to Creditor Database Page](#)

You may now proceed to file your proof of claim.

- * Click **Bankruptcy** on the CMECF Main Menu bar.

The **Bankruptcy Events** screen appears as shown below.



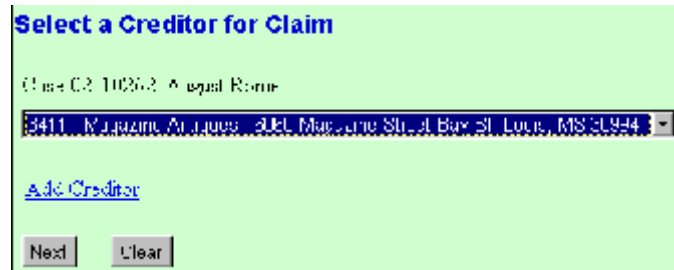
- * Click **File Claims**

The **Creditor Search** screen appears as shown below.

A screenshot of a web application form titled 'Search for Creditor'. The form has a light green background. It contains three input fields: 'Case Number' with a small text box, 'Name of creditor' with a larger text box, and 'Type of creditor' with a dropdown menu showing 'Creditor'. Below these fields are two buttons: 'Next' and 'Clear'.

- * Enter the case number in the Case Number box if not already entered.
- * Do Not enter the creditor's name.
- * Click **Next**.

The **Creditor Selection** screen appears as shown below.



Select a Creditor for Claim

Claim C2 10002 - Equal Reme

3411 - Margaret Arques - 2481 Magazine St., Apt. 101, New Orleans, LA 70114

[Add Creditor](#)

Next Clear

- * Click the down arrow to the right of the box and make the appropriate creditor selection.
- * Click **Next** and proceed to the next page.

The **Proof of Claim** screen appears as shown below.

- * Change the **Filed By** box from Creditor to **Attorney** by clicking on the down arrow and making the selection.

NOTE: When entering amounts in the **Proof of Claim** screen, do not use \$ signs or commas.

You may use decimals in entering amounts.

Enter the claim amount in one of the fields marked “Unsecured”, “Secured”, “Priority” or “Unknown.”

DO NOT enter an amount in the “Total” field as doing so will cause the Notice of Electronic Filing to record the claim amount as “0” (zero).

- * Enter the claimant’s information in the appropriate field(s).
- * When completed, click **Next**.

The **PDF Selection** screen appears as shown below.

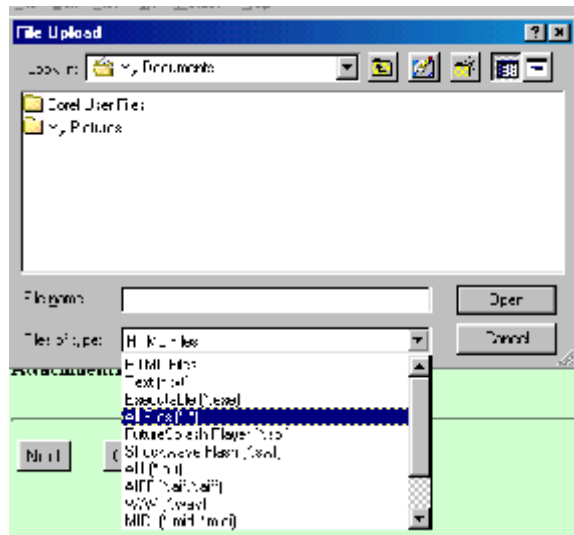


You must locate, preview and associate the PDF file.

- * Click the **Browse** button.

The File Upload screen appears as shown below.

- * Click the down arrow to the right of the **Files of type** field as shown.

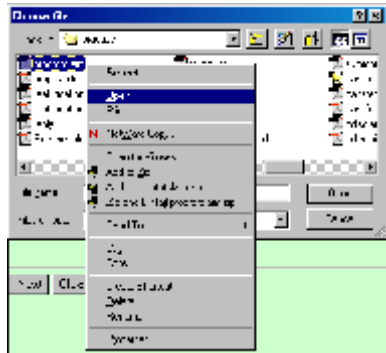


- * In the drop-down box, click on **All Files(*.*)**.
- * Locate the appropriate PDF file.

NOTE: Always preview a file before you associate it with the docket entry.

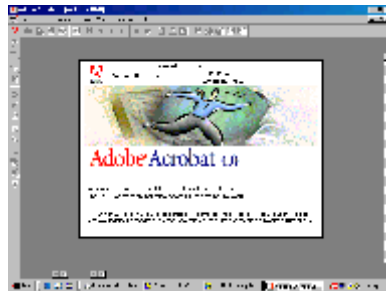
- * To preview the file, right click on the file.

A drop-down menu as shown below will appear.



- * Click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



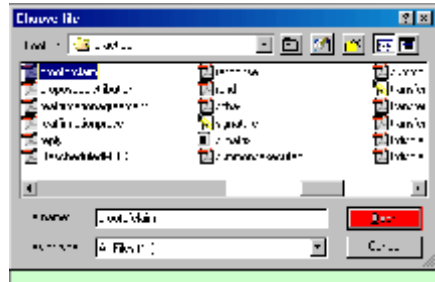
The selected file will open with Adobe Acrobat Reader.



- * Check the file to confirm that it is the correct one.
- * Close Acrobat Reader by clicking the **X** on the (dark blue) Adobe Title Bar.

This will bring you back to the File Upload window.

- * Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This associates the PDF file with the docket entry as shown in the screen below.

A screenshot of a web form titled 'Case: 03-10262'. It contains a text input field with the filename 'Law Practice's proof of claim.PDF' and a 'Browse...' button. Below this is a section for 'Attachments to Documents' with radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.

- * **If there is an attachment to the file**, select the **Yes** box to the right of the “attachment” prompt.
- * Click **Next** and proceed to the next page.
- * **If there is no attachment to the proof of claim**, accept the default of **No**.

This is your final screen! Your last chance to make corrections or to check information.
- * If it's correct, click **Next**.

The Notice of Electronic Filing appears as shown on Page 14.15.

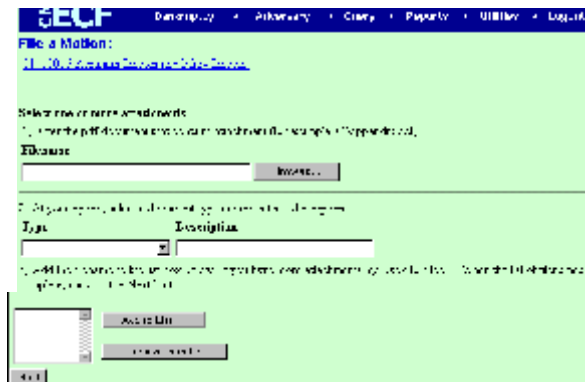
IF THERE IS AN ATTACHMENT TO THE PROOF OF CLAIM,

NOTE: The attachment will be a separate PDF file which contains, for example, an invoice, promissory note or some other support document.

An attachment will be identified in the docket text and the attachment image will be accessible by clicking on the hyperlink within the docket entry.

* If you selected **Yes** to the “Attachment” prompt,

The **Attachment Selection** screen appears as shown below.



You need to locate, preview and associate the attachment file.

* Click the **Browse** button.

* Locate, preview and associate the attachment file.

- * After you have the attachment file associated with the entry, type a brief description of the attachment in the **Description** box as shown below.

- * Click the **Add to List** button.

The file is added to the **List** box as shown below and the cursor returns to Step 1 of the screen.

To include additional “attachment” files, repeat from Step 1 on the screen.

This is your final screen - the “screen of no return.”

- * If it’s correct and all “attachment” files have been associated, click **Next**.

The Notice of Electronic Filing appears as shown below.

Notice of Electronic Claim Filing	
The following transaction was received from Crotty, Herod on 3/18/2002 at 10:08 AM CST	
Case Name:	Abraham Lincoln and Mary Lincoln
Case Number:	01-10016
Creditor Name:	Magazine Antiques 6060 Magazine St. Bay St. Louis, MS 39094
Claim Number:	10
Total Amount Claimed:	\$1235.50
The following document(s) are associated with this transaction:	
Document description:Main Document	
Original filename:Lo\practico\proofofclaim.FDF	
Electronic document Stamp: [STAMP bkccfStamp_ID=98E663450 [Date=3/18/2002] [FileNumber=34015-C] [93bdea930adbC8ack471ba1c4189726ea395174c70729568mcf4a98eb624Cf:1d0c89445a2c5d689ff2c90fb4cfd0908795fb4be304dea9c14b20f31cd2a0b34]]	
01-10016 Notice will be electronically mailed to:	
Haty Crotty hercrotty@mail.com	
Hir Crotty hircrotty@world.com,	
01-10016 Notice will not be electronically mailed to:	
Joe Cocker 8888 Old Glory Road New Orleans, LA 70123	
Allen Harvey Seale Daigle & Ross 11750 Encksome Ave. Suite B Baton Rouge, LA 70816	
Sherlock Holmes 3456 North Causeway Blvd Metairie, LA 70002	